Data Entry Guide for the ISARIC Data Platform

ISARIC COIVD-19 RAPID Database

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Access to ISARIC COVID-19 RAPID REDCap Project

• Access to the REDCap Project is controlled via individual user accounts that are created by contacting the ISARIC Global Support Centre at ncov@isaric.org

• Passwords
  • When your account is created you will receive an email containing login details
    • Username
    • Temporary Password
  • You will be required to set your own password when you log in for the first time
  • You will also be asked to set a challenge question and answer that can be used to assist you should you forget your password. *(If you are not able to recover your password please email ncov@isaric.org to obtain a new temporary password).*
1) Open your browser (Google Chrome is recommended) and enter the following URL: https://ncov.medsci.ox.ac.uk

2) Enter your username and password provided to you when you were given access to the REDCap system.
## Accessing Your Project

1) Clicking here (My Projects) opens the page shown here

2) Click on the name of the project to access that project

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Read more To review which users still have access to your projects, visit the User Access Dashboard.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Records</th>
<th>Fields</th>
<th>Instrument</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISARIC_nCoV</td>
<td>335</td>
<td>14</td>
<td></td>
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<td>WHO_nCoV</td>
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<td>CCP UK SARI</td>
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<td>CCP Global SARI</td>
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<tr>
<td>CoV_EOT</td>
<td>548</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Adding a New Participant Record – Step 1

1) Clicking here (Add / Edit Records) opens the page shown here.

2) To enter data for a new patient, enter the 9-digit Participant Identification Number (PIN) here and then press “Enter”.
The Participant Identification Number (PIN)

The first five digits are the code allocated for your site.

A hyphen (-) is followed by the final four digits which are to be entered sequentially for each patient (e.g., 0001, 0002, 0003, 0004, etc.)
Adding a New Participant Record – Step 2

Note: The new record is not created until you click on one of the gray status icons below and enter data in one of the forms.

1) Click here (Participant Identification Number (PIN):) to open the page and verify the data
Adding a New Participant Record – Step 3

1) Verify the Participant Identification Number (PIN) is correct

2) Change the form status to “Complete”

3) Click here (Save & Exit Form) to save this form and create the new participant record.

Note: If you have made an error in creating the PIN, click on “Cancel” to abandon the creation of this record.
Completing the Terms of Submission (ToS) [WHO Project]

1) Complete these two statements

2) Change the form status to "Complete"

3) Click here (Save & Exit Form) to save this form and return to the patient’s Record Home Page
Completing the Terms of Submission (ToS) [ISARIC Project]

1) Download and review the nCoV Data Platform Terms of Data Submission

2) Click the applicable mechanism you chose to execute the ToS

Note: The first time you add a patient to the database you will have to complete the Data Platform Terms of Submission.
You will only have to complete this form ONCE (i.e. for the first patient and not for any following patients).
The Data Platform Terms of Submission Page will disappear after you complete this form the first time.
Completing the ISARIC ToS – Electronic Signature

1) Select “Via electronic signature on this nCoV data platform.”

2) Select “Accept”

3) Complete all these data entry fields

4) Change the form status to “Complete”

5) Click here (Save & Exit Form) to save this form and return to the patient’s Record Home Page
Completing the ISARIC ToS – Paper Copy

1) Select “Via manual or electronic signature on a paper copy of the Terms of Data Submission.”

2) Click on “Upload document” to open a file box to select the ToS file from your computer and upload it.

3) Change the form status to “Complete”.

4) Click here (Save & Exit Form) to save this form and return to the patient’s Record Home Page.
Data Entry Schedule

**Module 1:** To be completed on the first day of admission to the health centre.

**Module 2:** To be completed on the first day of admission to ICU or high dependency unit. Also completed daily for as many days as resources allow (see note).

**Module 3:** To be completed at discharge or death.

**NOTE:** Click here (+ Add new) to create a new column with forms for a new day.
Data Entry Schedule – Additional Modules

**NOTE**: Additional modules will be added to this CRF. They will appear here in the database. They are not required and should only be completed if you collect data for these modules.
Data Entry – Entering Data

Note: The fastest way to enter data is to “tab” through the questions, rather than to click and select each answer.

1) Click on the drop-down box for the first question.
2) Type the first letter of the answer (e.g., “N” if the answer is “No”). This will select that option.
3) Then hit the Tab key to jump to the next question.
4) Repeat this process. In this way you can quickly tab through the questions by just typing the first letter of each answer.
Data Entry – Saving a Form

1) Complete all data entry fields:

2) Change the form status to “Complete”

3) Click here (Save & Exit Form) to save the form and exit back to the Record Home Page for this patient.

Note: There are other options to save (see next page for descriptions)
Data Entry – Saving a Form

There are different options for saving:

- **Save & Exit Form** – click here to save your progress and go to the Record Home Page for this patient
- **Save & Go To Next Form** – click here to save your progress and go to the next data entry form (Comorbidities) for this patient
- **Save & Stay** – click here to save your progress and stay on this form
- **Save & Exit Record** – click here to save your progress and return to the Add/Edit Records homepage
- **Save & Go To Next Record** – click here to save your progress and go to the Record Home Page for the next patient (e.g., clicking this on the page for patient 001-0001 will take you to the Record Home Page for patient 001-0002) *If there is no other patient, this will return you to the current patient’s Record Home Page*
Data Entry – Required Questions

Most questions in the database are marked as Required. If you try to save a page without completing them this error message will appear:

If you missed the question and want to enter the answer, click here (Okay) to stay on this page and enter the data.

If you meant to leave the question blank, click here (Ignore and go to next form) to continue data entry.
Some questions have a validation range for data quality. If you try to enter a value outside of this range then this error message will appear:

If you have entered the wrong value, change what you entered. If your value is correct, click Close and continue with data entry.
You may sometimes need to rename a record.

1) Click here (Choose action for record) to open a dropdown and then click here (Rename record).

2) Enter the new record name in this box.

3) Click here (Rename record) to change the record name.
You may sometimes need to delete data from a single form/instrument for a patient.

1) Click here (Delete data for THIS FORM only)

2) Click here (Delete this event) to PERMANENTLY delete ALL DATA on this form for this patient.
You may sometimes need to delete data from an entire event/day for a patient.

1) Click here on the X for the relevant event/day:

2) Click here (Delete this event) to PERMANENTLY delete ALL DATA for ALL FORMS on this selected event/day for this patient.
You may sometimes need to delete ALL data for a patient and remove them from the database.

1) Click here (Choose action for record) to open a dropdown and then click here (Delete record (all forms/events)).

2) Click here (DELETE RECORD) to PERMANENTLY delete ALL DATA and REMOVE this patient from the database.
There are different options for exporting the data:

**Export Data (All data)** – click here to export all the variables for all events (days) for all patients in a format you choose (see next page)

**Export Data (Selected instruments and/or events)** – click here to choose which instruments (pages) and which events (days) you want to export for all patients in a format you choose (see next page)
Data – Data Export Formats

1) Choose which format into which you’d like the data to be exported.

Note:
File type CSV/ Microsoft Excel (raw data) will have the numeric codes for fields with controlled terminology (e.g., for a field with “Yes = 1, No = 0”, exported data would be “1” and “0” format)

File type CSV/ Microsoft Excel (labels) will have the text value for fields with controlled terminology (e.g., for a field with “Yes = 1, No = 0”, exported data would be “Yes” and “No” format)

2) Click here (Export Data) to download the data to your computer.
Data Security – Logging Out When Complete

Always log out using by clicking here (Log out) after completing your tasks.

Note: Your session will time out after 60 minutes of inactivity, requiring you to log in again to continue with tasks.
Additional Resources

• Where can I get REDCap training?
  • REDCap offers detailed video training online
  • Videos are available at: https://projectredcap.org/resources/videos/

• What if I need further information or support?
  • Please direct all REDCap questions to ncov@isaric.org
  • Please direct all Protocol and Study related questions to ncov@isaric.org
Partners supporting research preparedness and response